

CITY OF MCLLOUD
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McCloud, OK 74851

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Proposal for Rezoning or Lot split Property

The steps below outline the procedure for seeking a change in zoning classifications.

If both the Planning Commission and City Council agree to the use and find it compatible with the Comprehensive plan, the change will become effective within 30 days or less following the Council's Approval.

1) **The Application:** The first step in seeking to have property rezoned is to complete the **"Application for change of Zoning Classification"**. This may be obtained at City Hall or City Inspector's Office. The applicant is advised to talk with the City Planner to determine if the change will be compatible with the Comprehensive plan.

2) **Necessary Information:**

- A. Street address or approximate location within the City of McCloud.
- B. Names and Addresses of the owners of the property.
- C. Intended use thereof accompanied by a plot plan showing the boundaries of the property to be rezoned, the location of any building or buildings thereon, or to be erected thereon for the new use
- D. Present use zoning
- E. Names and address of all owners of property within a 300 feet radius of the exterior boundaries of the subject property, either given by certified bonded abstractor or verified under oath, as to the correctness thereof.
- F. Deposit with the City Clerk of \$250.00

***Whenever the previous requirements have been met, the City Clerk will give notice by mail to all property owners within a 300 ft radius of the exterior boundaries of the property sought to be rezoned of the date, time and place for the Zoning Commission meeting. Property owners shall be notified at least 20 days before the public hearing. ***

3) **Filing Fees:** The cost of a hearing before the Planning Commission is \$250.00, payable to City Hall.

4) **When to file:** The Planning Commission meets once a month at the Shannon Fredman Municipal Building located at 408 W Broadway. Please continue to call City Hall with any questions at 964-5264. The application must be filed 30 days before the next Planning Commission meeting to allow for review, legal publication and notification of surrounding property owners. The City Council will hear the requests within 30 days from the date of the Planning Commission meeting, at one of its scheduled City Council Meetings. The deadline for application is 30 days before the next scheduled meeting.

The decision of the City Council becomes final. If the full fee of \$250.00 is paid before appearing at the Planning Commission, and the applicant chooses not to appear before the City Council with the request, a refund of \$50.00 may be obtained from the City Clerk of the Planning Commission at City Hall by 5:00pm the day following the decision of the Planning Commission. No refund may be obtained after this time, as the request will have been placed on the City Council's agenda and legal notice is published.

5) **Public Hearings:** Once the application has been completed, fees paid, and the list of surrounding property owners presented to the City Clerk located at City Hall, the application will be added to the agenda of the next Planning Commission meeting. An applicant may represent himself at the public hearing or be represented by a professional. Also, any supporting material may be presented. The chairman of the Planning Commission and/or the Mayor of the City Council will allow applicants and others the opportunity to speak. The City Council considers the recommendation of the Planning Commission along with other information presented at the City Council meeting. After those present have had the opportunity to speak on the rezoning request, City Council will either approve or deny the request. If the application is denied, the applicant may re-file as soon as he/she wishes.

The Planning Commission shall give 15 days' notice of a public hearing on the proposed zoning ordinance by publication in The Friday Gazette in the City of McLoud as well as the Shawnee News Star in Shawnee. The notice shall include a map of the area to be affected, which indicates street names or other significant landmarks in the area and proposed usage.

After notice and public hearing the Planning Commission shall vote to:

- Recommend to the City Council that the application be approved as submitted, or as amended, or be approved subject to modification or;
- Recommend to the City Council that the application be denied.